

**CLARK COUNTY
DEPARTMENT OF DEVELOPMENT SERVICES
CURRENT PLANNING DIVISION**

**LAND USE APPLICATION SUBMITTAL
REQUIREMENTS**

All documents accompanying applications must be legible and suitable for microfilm and imaging reproduction, and include the information described below. All documents submitted are available to the public for inspection and copying. All plans must be accurate, drawn to a standard scale not smaller than one (1) inch equals sixty (60) feet, or one-eighth (1/8) inch equals one (1) foot, dimensioned, and folded so they can be placed into a legal size (11 x 14") file. **The required documentation must be provided for the application to be accepted.**

1. Application.

A signed application, notarized when required by the Zoning Administrator, detailing the nature and justification for the request. For corporate signatories or non-legible signature, corporate declaration of authority must accompany the application. Ownership/Applicant Disclosure Form completely filled out and signed by an approved authority.

2. Site Plans.

A. Site development plans showing the uses of the parcel of land, existing and proposed structures, setbacks, yards and open space, maximum slope of property (if in excess of twelve (12%) percent, see Chapter 30.56 for hillside development), lot layout (including legend showing setbacks), the size and number of required and provided parking spaces, routes of vehicular access, the location of signs, the location of landscaping, trash enclosures, group mail delivery boxes, loading spaces, sight zones, and any other information that is necessary for the Zoning Administrator to evaluate the request. Proposed development shall be shown on the entire parcel or parcels included within the application. Plans accompanying applications for zone boundary amendment and accompanying applications may be conceptual. If so, a Design Review may be required at the discretion of the Commission or Board, or for any site development changes.

B. For an annexation request, reconveyance, and vacation and abandonment, the plan shall show the property proposed to be annexed,

reconveyed or vacated, the adjacent parcels, and the political jurisdiction to which the adjacent parcels belong.

3. Floor Plans.

Floor plans indicating the size of existing and proposed buildings, the use of space and total square footage of buildings. Plans accompanying applications for zone boundary amendment may be conceptual, however, if so, a Design Review may be required.

4. Elevation.

Elevations indicating the architectural appearance, the types of building materials proposed for the exterior, and the height of the existing and proposed buildings. At the discretion of the Zoning Administrator, photographs of existing structures may be substituted for required elevations. Plans accompanying applications for zone boundary amendment may be conceptual, however, if so, a Design Review may be required.

5. Landscape Plan (or shown on site plan).

Plans accompanying applications for zone boundary amendment may be conceptual, however, if so, a Design Review may be required. Plans showing:

- A.** Landscaped areas in relation to property lines, pavement, streets, and buildings.
- B.** The common name, botanical name, size, number and location of existing and proposed plant materials and non-living ground cover.
- C.** Water features, fences and retaining walls.
- D.** Total landscape area in square feet, with amount of turf separately listed.
- E.** Grading to show retention of precipitation when possible.
- F.** Notes to address maintenance and installation materials.

6. Locator Map.

A map which shows the location of residential developments, structures for religious services, and public or private schools within two thousand five hundred (2,500) feet of the property upon which the establishment is to be located.

7. Assessor's Map(s).

The most recent official Assessor's plat map or maps, to scale, full-size (11 x 17") indicating the subject parcels, together with a list of all of the parcel numbers included within the proposal if more than one (1) parcel is involved. For street naming, street name or numbering change, and vacation and abandonment applications, Assessor's maps for the entire alignment affected by the application shall be required.

8. Zone Boundary Map/Legal Description.

When multiple zoning districts are requested with a single application, the legal description for the area of each zone boundary shall be typed on a clean sheet of paper, together with maps showing the proposed district boundaries.

9. Deed.

The most recent recorded deed is required. For any extension of time, the deed is required only if ownership of the property has changed since the original application's approval.

10. Legal Description.

The legal description of the property shall be typed on a clean sheet of paper. The legal description of an easement and/or right-of-way to be vacated or property to be reconveyed must be typed on the "Exhibit A" form.

11. Parking Analysis.

An analysis of required parking for all existing and/or proposed uses at the location shall demonstrate adequate parking based on Chapter 30.60. The analysis may be included on the site plan in a legend. For any waiver of standards which proposes to reduce required parking, a traffic study justifying the reduction shall also be submitted.

12. Letters of Consent.

For minor deviations when the proposed improvement is adjacent to an existing developed property, notarized letter(s) of consent for a proposed improvements as required by this Title, are required from adjacent property owner(s).

13. Justification Letter.

A letter stating justifications for the approval of a land use application, including how the proposal will produce an environment of stable and desirable character consistent with the objectives of this Title and the Comprehensive Plan, an analysis of outstanding issues, the intended uses, the impact on adjacent properties, the need for any public utility or public services, actions to be taken to minimize any detrimental impacts of the proposal, an analysis of how the proposal is consistent with the standards of approval listed for the various applications and, if applicable, the time period for which the permit is sought.

14. Preliminary Traffic Impact Analysis.

See 30.16.240(a)(16) for expansions of the gaming enterprise district only.

15. Letter from Fire Alarm Office.

A letter from the Fire Alarm Office which specifies that the proposed street name is in accordance with the guidelines shown in Las Vegas Valley Street Naming and Address Assignment Policy, as adopted by the Board on August 3, 1988.

16. Reports.

See 30.16.240(a)(18)[or Reports Handout] for list and description of reports. Required for non-conforming Zone Boundary Amendments and/or projects of significant impact , projects of regional significance only.

17. Pre-Application Conference Checklist (if required).

A completed copy of the pre-application conference checklist showing the results of the conference and any additional materials required (Planned Unit Developments only).

If the Zoning Administrator determines that any of the listed documents is not necessary for a particular application, he/she may waive the requirement for the submission of the document. If the nature of a particular application necessitates the submittal of additional documentation, such documentation may be required by the Zoning Administrator, Commission or Board.